

**THE NATIONAL SCHOOL OF GOVERNMENT (NSG)**

*Is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.*



- APPLICATIONS** : Principal: National School of Government, Private Bag X759, Pretoria, 0001; by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
- FOR ATTENTION** : Ms L Raseroka, HR Unit, National School of Government
- CLOSING DATE** : 15 December 2017 @ 16h00
- NOTE** : Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

**OTHER POSTS**

- POST 48/30** : **ASSISTANT DIRECTOR: HRD& PMDS (REF: NSG 16/2017)**
- SALARY** : (Salary level 9) commencing at R334, 545 per annum plus competitive benefits cost to company).
- CENTRE** : Pretoria.
- REQUIREMENTS** : A relevant Degree/diploma in Human Resource Management/Human Resource Development at NQF level 7. Appropriate relevant 1 – 2 years functional specialist experience. Knowledge: Knowledge of the Performance Management and Development System and Training and Development environment. Knowledge of the Public Service Act, Public Service Regulations and applicable Determinations. Knowledge of Public Service policies, directives and collective agreements. Good knowledge of the Skills Development Act, Skills Levy Act, NQF, SAQA, PSETA, etc. Thorough knowledge of the principles, procedures and practices of performance management incentive calculations and transaction. Exceptional knowledge of Departmental HRD & PMDS policies and practices. Good understanding on how to implement performance management incentives on the system. Good understanding of HR & Payroll Systems. Competencies/ skills: Proven ability to utilize information technology (database systems, spreadsheets, MS Word). Good communication skills (literacy/writing and structuring of reports and submissions). Basic financial management skills. Human Resource Management skills. Supervisory Skills. Planning and execution quality of work. Policy interpretation and analytical thinking skills. Good Technical skills. Personal Attributes: Flexible. Ability to achieve results through teamwork; Good interpersonal and negotiation skills. Honesty and Integrity. Must take initiative. Open minded. Acceptance of responsibility. Professional demeanor. Ability to maintain a high level of confidentiality.
- DUTIES** : Organise and facilitate training and development interventions for all department staff including Departmental Induction. Conduct training needs analysis for all employees in the Department. Plan, organize and implement an internal induction programme. Develop Branch training plans. Categorise and analyse the PDP's to match organisational competency framework. Advise and input on all HRD policies and governmental skills programmes. Compile the Departmental WSP and Quarterly QMR and Expenditure reports to PSETA. Facilitate the implementation of skills audit results. Identify training

interventions in line with skills audit needs. Implement training and development programmes to close the skills audit gaps. Provide accurate training and expenditure reports.. Identify accredited training providers and maintain a service provider database. Co-ordinate procurement of service providers and training material for the delivery of programmes. Draft up to date and accurate statistics of trainings attended monthly, quarterly and annually. Prepare guidelines for the selection of learners/interns. Prepare and submit internship/learnership information to PSETA and DPSA quarterly and annually. Provide support and advice including training on the administrative/application of the PMDS systems in general and particularly during the Workplan Development, Performance Appraisals and processing of performance incentives. Analyse trends on Performance Management, including data/statistics on gender, race, disability, salary levels and etc. Compile probation reports of qualifying employees. Track agreements and follow up on all outstanding agreements/appraisals. Provide secretarial and technical advisory support to the Branch Moderating Committees (BPMC). Prepare PMDS calculators by using DPSA prescribed calculator and capture on spreadsheet. Conduct quality checks of Performance Agreements and Appraisals against approved check lists. Prepare performance rewards submission and outcome letters for approval. Ensure Performance Agreements and probation reviews are captured on PERSAL and approve the relevant transactions. Quality assure captured performance rewards payments and pay progressions for approval on PERSAL. Provide annual statistics on performance awards paid for HR Oversight Report and other compliance reports. Prepare guideline for bursary awards. Provide secretarial support for the Departmental Bursary/Training Committees. Prepare presentation, reports and packs for Bursary Committee Meetings. Implement action list from the Committee meetings and compile the minutes. Audit of bursary files. Provide accurate expenditure reports. Provide support to bursary holders and ABET learners when a need arises. Maintain ABET and bursary awards databases. Implement the process for recognition of improved qualifications relevant to the NSG. Supervise the resources (Human, Financial and Physical) within the sub unit. Provide reports on the performance of the sub unit against the operational plan, business requirements and targets. Schedule, assign and follow up on work.

**ENQUIRIES** : Ms Z Lamati, (012) 441-6019  
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

**POST 48/31** : **SYSTEM CONTROLLER (REF: NSG 17/2016)**  
Branch: Training Management and Delivery

**SALARY** : (Salary level 8) commencing at R281, 418 per annum plus competitive benefits cost to company).

**CENTRE** : Pretoria.  
**REQUIREMENTS** : Appropriate B degree or equivalent in Business Management or Education & Training management. 3-5 years' experience in supporting training management and delivery systems, training management and delivery business processes and user support Knowledge: Stakeholder engagement (users, IT staff and developers, external partners like provinces and departments). Financial administration and understanding of accounting practice and principles, Debt management PFMA etc. Competencies/skills Systems and information management. Advanced ability to use the following Business applications: Office suite (MS Word, Access, Excel and PowerPoint, Outlook), Visio MS Project. Basic Project Management. System support and development. Business analysis. Linking users with ICT support. Analyse, interpret business rules and business needs, map processes, allocate roles responsibilities, understand and review business rules and processes and being able to create improved processes and solutions. Presentation skills. Conflict Management. Problem identification and solving. Written and verbal communication (business). Systems thinking. Strategic thinking linking business process, needs and systems. Service delivery innovation focused. Client focus and excellence in customer service. Time conscious. Personal Attributes: Analytical thinker. People oriented. Professional. Solutions oriented. High stress tolerance.

**DUTIES** : Monitor and data maintenance of the sound functioning of the TMS. Administer audit controls (access) and verifies data. Register new users, de-activate users and re-instate revoked users on the TMS. Identify and manage risks. Quality assurance of TMS data. Sound training management and delivery business processes and procedure. Ensure adherence to policies,

procedures, best practice and standards. Conduct manual data reconciliations between PASTEL and TMS. Prepare and provide data for annual reporting purposes. Design and maintain system processes and operating procedures for users as well as for the business specific maintenance and management activities of the system. Maintain stakeholder relationships (all levels, internal and external to Branch and NSG). Support the Office of the CFO on financial matters by providing data on debtors data gaps and invoice gaps that needs to be corrected on the Debt Register. Participate in the project management teams on the roll out of system changes, new processes. Participate and liaise with ICT on systems needs analyses, proposals and upgrades. Logging, tracking, resolving system issues/requests through central IT helpdesk. Remote and in system support and fault resolution (engage IT where needed). Create/correct/amend user profile data (course codes, trainers, contracts etc.) Proactively engage users of the system for purpose of training, support and needs (on the job training of users)

**ENQUIRIES**

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Ms M Labuschagne, 012 441-6315

In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.